

THE NON-EMPLOYEES GUIDE TO TRAVELING FOR THE STATE

GETTING STARTED

Ask for a current copy of the Department of Administration Travel Policy and the Department of Education policy for Non-State Employee Reimbursement. These are good reference guides as they contain the rules on traveling for the State.

If this is your first time traveling for the State or it has been over 18 months since you received any compensation from the State, you must complete a Substitute W-9 form. This form is used for the State Accounting Information System (AFIS) to properly identify you. The information will be entered into AFIS for future reimbursements.

Request a blank copy of the Arizona Department of Education, Non-Employee Travel Reimbursement Claim. It would be a good idea to make copies and have them with you in your brief case or satchel. It is always a good idea to keep a blank travel claim on a clipboard in the car while traveling; this will help you accurately keep track of your mileage, beginning and ending addresses and times of travel.

REMEMBER TO USE INK, PENCIL IS NOT ALLOWED.

Mileage

Record each date of travel. Record the name, address and city of the departing location and the arrival location. Don't forget to list your arrival and departure times. Record your actual start and end odometer readings; this is very important. If your odometer readings are missing your claim will be returned or it will be based against miles charted in MapQuest, which in some cases decrease the reimbursement amount.

Mileage reimbursement is .405 cents per mile.

Meals

The amount to be reimbursed is the actual spent for the meal up to the amount allowed for the meal under consideration as provided by the Legislature and codified in the Arizona Accounting Manual.

Regardless of any circumstance or condition, a traveler may not claim reimbursement for more than three (3) meals in any single calendar day or in any period of twenty-four (24) consecutive hours. Original receipts are required for reimbursement of meals and incidental expenses and shall not exceed those amounts allowed by State Travel Policy. To be reimbursed for any meal, the receipt must include the establishment name, address and phone number. The traveler must provide the physical address of where the trip began and ended, including arrival and departure times. For Non-State Employees 8:00 am – 5:00 pm is considered normal working hours.

Breakfast:..... \$7.00
Lunch: \$7.50
Dinner:\$15.00
Daily Maximums:\$29.50

Return all claims to:
Arizona Department of Education
Attention: Janice Cruz
1535 W. Jefferson Street, Bin #VIR
Phoenix, AZ 85007
(602) 258-2410